

Session 11-07 a Regular Meeting of the Library Advisory Board was called to order on September 6, 2011 at 5:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, SEAMAN, COGGER, MUNN AND FLETCHER

ABSENT: BOARDMEMBER SCHROEDER (UNEXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

COGGER/FLETCHER – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on July 5, 2011

Chair Faulkner requested a motion to approve the minutes.

FLETCHER/SEAMAN - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Cogger reported on the last two meetings held by the Friends. The issues addressed were mainly on the landscaping problems at the Library. There will be a War on Weeds, Saturday, September 10th at 9:00 a.m. Flyers and announcements have been distributed. They will be having a bar-b-que for the September 17th anniversary celebration. Volunteers are needed for this event.

There was a Garden Grant meeting and she was not sure what role the Library will take in that but they needed 15 community gardens. The time frame for application was so tight she did not know if the locations were official. Ms. Dixon added that there were 20 locations and some as obvious as raspberry plants along the bike path and a butterfly garden.

There was a brief discussion on the butterfly garden concept. Chair Faulkner requested Ms. Cogger or Ann to elaborate on the Grant process since the board was not included in the emails that were exchanged.

Ms. Cogger reported that she did not bring her copy of the Grant. Ms. Dixon did not bring information either about the grant. A grant was found available online that totaled \$150,000.00, there \$75,000 towards 15 mini grants for community gardens so 15 gardens were required for the community.

Ms. Krause reminded the Board that if there are two board members involved in a discussion, even via email, regarding possible action items the clerk should be included since it could be perceived as a meeting and in violation of the open meetings act. This would alleviate any problems regarding that issue.

There was no further discussion.

B. Next Friends Meeting - Who will attend? Volunteers Please!

Boardmember Cogger volunteered to be the permanent Liaison to the Friends. Although she will not be able to attend the next meeting due to a personal conflict. No other Boardmembers were able to attend either. Library Director Dixon will be attending so she would be more than happy to include a report for the October meeting.

Chair Faulkner thanked Ms. Cogger and officially appointed her as the representative.

Chair Faulkner inquired if anyone would be able to attend the meeting. Ms. Dixon stated she would be attending and could present the report at the next board meeting.

There were no further discussions.

C. Director's Report – July and August 2011

Ms. Dixon reviewed her Director's report for the past two months and inquired if there were any questions. She elaborated on the numerous events for the month of September. In response to a comment from Chair Faulkner regarding the Ancient Diseases Lecture, she stated that it was extremely popular and they had squeezed about 45 persons in the room. It was an interesting topic - paleontology and diseases. She kept the Library open until about 8:30 p.m. to accommodate all the questions. It was mentioned that they should start earlier next time instead of 7:00 p.m.

The new Library Tech is working out very well. She elaborated on the OWL program and what has occurred since they last met. It is a program directed at Public Library to improve bandwidth, equipment dedicated for public use and video conferencing.

She was able to meet with staff long enough to discuss inconsistencies and agree upon procedures in the library card application process. This policy still needs to be approved by City Council. Less agreement was evident surrounding confidentiality issues. She further reported that staff will continue to work on a consistent approach that is both realistic and protects patron confidentiality.

Ms. Dixon reported that there is multiple events planned in September: Anniversary Bar-B-Que on September 17, 2011; a Cardholder Pride Photo project; month long library card drive; special 5 Year Anniversary stickers for the cards issued; and Library Staff is working on a surprise for September 16-17, 2011; there will be the War on Weeds, September 10, 2011; Community Preparedness Day will be September 24, 2011, they will be distributing 70 disaster kits that they were able to purchase with a grant received from the National Network of medical Libraries for \$5,000.00; September 24-October 1, 2011 is Banned Book Week, there will be a display of the books that individuals and organizations wanted banned from library Ms. Dixon stated with everything else that is happening she was not sure if any events will be held other than the display.

Coming up the week of October 8-15, 2011 they will have a new event 49Writers a non-profit group to highlight the work of Alaskan authors. There will be displays and possibly a program.

The OWL (Online with Libraries) computers have been received but not set up. The Library received seven new computers for public use. GCI is scheduled to increase the bandwidth for videoconferencing and audio/e-book station. She located some interesting information that in 2009 Homer patrons downloaded 746 audio books and in 2010 that increased to 2991 titles. This is the main push behind dedicating one of the new computers strictly for audio/e-books. This computer will also be used for demonstrations and teaching. This will be located in the conference room and the new Library Tech will go to Anchorage for training.

After meeting with the City Manager and Finance Director there were a few changes and clarifications on the budget, Ms. Dixon reported it will be a status quo budget.

She also noted the Fine Free Weekend on September 16-17, 2011. Anything returned to the Library those two days will be free. This does not include damages or lost items.

The annual report to the Alaska State Public Library Assistance Grant has increased since she last filled one out. It is now 19 pages long.

There was no further discussion.

D. Monthly Statistics – August 2011

Library Director Dixon distributed the statistics. Comments on the drop in number of items from July and it was a few hundred less than the same period last year. Most of the numbers compared to 2010 were within a reasonable range. There was a brief discussion on the attendance and loan items.

Chair Faulkner noted that starting this month the meeting room usage should increase with the start of school. She inquired if there appeared to be a significant increase in any subject or line item. Chair Faulkner wondered if it would still be on the computer Ms. Dixon is using there is a comparison graph that was performed by Ms. Hill and herself a couple of years ago. It compared the old library to the new to be able to keep the doors open since during another budget season there was talk of closing the doors one more day.

There was no further discussion.

E. Landscape Committee Report

Library Director Dixon reported that in July she met with just about everyone involved in landscaping and grounds maintenance issues, including the City Manager. A great deal of discussion was generated when a concerned private citizen paid to have a large section of the grounds mowed. The general consensus seems to be to continue with at least some mowing for a variety of safety, security, and esthetic reasons. A long-term plan needs to be developed over the winter to identify problem areas and devise affordable solutions.

Chair Faulkner testified at the council meeting on July 25, 2011 and a copy of this is included under informational materials.

Chair Faulkner noted that a flyer can be emailed out to everyone in the morning regarding the War on Weeds. The forecast was still calling for partly cloudy. Hopefully they will get a good handle on things.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library Capital Projects - Status Report on Energy Efficiency Measures

There is much less shivering in the library now but we are still tweaking the air quality, sometimes using manual controls to boost the fresh air intake. Recently the air handler stopped working on a Friday shortly after closing; unfortunately, there is no way for us to know that it isn't working. Saturday, Monday, and Tuesday morning staff noticed physical reactions, as well as high CO2 measurements. Mike Riley was called and he determined that the air handler had malfunctioned and reset it. Some staff members continue to experience difficulties with the lower fresh air ratio.

Ms. Dixon reported that staff is continuing to watch CO2 levels. System adjustments may need to be made as the weather changes. She further stated that they contact maintenance if they have a problem.

There was no further discussion.

B. Library – Comments, Responses, Issues, and Challenges

There was discussion.

C. Discussion on the Proposed 2012 Budget for the Library

Chair Faulkner asked if there was any direction from the City Manager, especially regarding cuts, if any. Ms. Dixon responded that there are a few differences with the budget reflecting the differences in salaries of new hires. But there are increases in the costs for the fixed expenses.

The City Manager has requested the increased hours for the part time persons to be separate for now until he has a feel on the overall budget. There was a request for \$3000 more for the book budget which stayed. In response to a question regarding the justification for more hours needed for the temporary persons is to cover sick and leave times. There is the work load that requires permanent staff to handle and a temporary or volunteer person is not trained to perform many of the tasks.

Chair Faulkner related that she has been volunteering at the library for 10 years now and agreed that they need more staff. She stated that staff members have two or three duties each and they currently do

not have the time to adequately perform those tasks with the larger library which has increased books, visitors, etc. She agreed that they need a body or two.

She noted that the legislature did approve increased revenue sharing for the city, she acknowledged that even though it covers the "whole" city she did not want to hear that the "sky is falling" from members of City Council.

Ms. Dixon stated there are volunteers used for just about every aspect and the Library has so many volunteers they have a member of staff who has the task to manage the volunteers.

There was a brief discussion on attending the Council Meeting. Chair Faulkner recommended that they attend the November 28th meeting to speak in support of keeping the budget as presented. Now is status quo. Ms. Dixon stated that she was encouraged since she was not told to cut and she stated that there were things they needed. City Manager said that she should ask for what is needed.

There was a brief discussion on including new computers for staff in the 2012 budget. Ms. Dixon responded that a conversation with IT that they should be good for a couple more years. There were some questions regarding defragging and deleting cookies from the computers, increasing RAM if they were slow and a finite bandwidth and wireless relay is also some of the reason for slow speeds.

No further discussion.

NEW BUSINESS

- A. Discussion and recommendations on Membership Issues
 - 1. What can the board do to increase membership?

Chair Faulkner stated that she requested this on the agenda since they currently had one vacancy on the Board. In April Board member Seaman will be retiring. Boardmember Cogger has already indicated that she would be requesting to be reappointed since her term was a shorter period. It was noted that the following year she would be retiring from the board too.

There was a pending resolution to reduce the member requirement of the board but if they do that then they will not have enough bodies.

There was a brief discussion on what the Board can do for a membership drive.

Ms. Krause stated that the Clerk's Office can notice it on the weekly Clerk's Radio Report and in the papers along with the regular notice of meetings. The Clerk offered to create a flyer regarding membership. There was a brief discussion on having a membership flyer with attached application.

There may be additional resignations from the board in the near future.

There was no further discussion.

INFORMATIONAL MATERIALS

- A. Memorandum dated July 6, 2011 Re: 2012-2017 Capital Improvement Recommendations
- B. Report from Chair Faulkner to City Council on July 25, 2011
- C. Report from Library Direct, Ann Dixon to City Manager, Friends, Library Advisory Board, Carey Meyer and Angie Otteson dated July 19, 2011 Re: Library Landscaping
- D. Letter received July 20, 2011 from the Friends of the Homer Library to City Manager Wrede, Mayor Hornaday and City Council Members and Staff, Re: Library Landscaping
- E. Editorial from the July 27, 2011 Homer Tribune Regarding the Library Landscaping
- F. Excerpt from the July 27, 2011 edition of the Homer Tribune on the City Council Meeting of July 25, 2011.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE CITY STAFF

There were no staff comments.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner commented that she will try to be there on Saturday but wasn't sure on the time.

COMMENTS FROM THE BOARD

Boardmember Fletcher requested the Friends meetings dates on the agenda in the future for reference. And she will be there at 9:00 a.m. for the War on Weeds.

Boardmember Seaman, Cogger and Munn did not have any comments.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:20 p.m. The next Regular Meeting is scheduled for October 4 at 5:00 pm at City Hall West Campus, located at the Homer Education and Recreation Center, Woodside Avenue entrance, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____